

State of Wisconsin
 Department of Employee Trust Funds
 DOA-3049 (R01/2000)
 S. 51.01(5) Wis. Stats.; s. 111.32(13m) Wis. Stats.



Department of Employee Trust Funds
 801 W. Badger Road
 P. O. Box 7931
 Madison, WI 53707-7931

Contract

Commodity or Service: Request for Bid for the State of Wisconsin Department of Employee Trust Funds development, maintenance and support for the Wisconsin Retirement (WRS) Benefit Payment System (BPS) **Request for Bid/Proposal No:** ETJ0018 by NVISIA, LLC as modified or clarified in Change Order #1

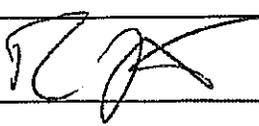
Contract Period: February 8th, 2010 through June 30th, 2014 plus three 2-year periods Change Order #16

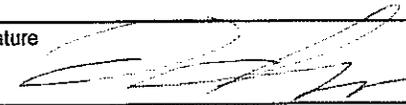
1. This contract is entered into by and between the State of Wisconsin, Department of Employee Trust Funds, and the contractor whose name, address, and principal officer appears below;
2. Whereby the Department of Employee Trust Funds, agrees to direct the purchase and the contractor agrees to supply the contract requirements cited above in accordance with the terms and conditions of the request for bid cited above, and in accordance with the contractor's bid submitted on this request for bid; which request for bid is hereby made a part of this contract and as modified or clarified in Change Order #1;
3. In connection with the performance of work under this contract, the contractor agrees not to discriminate against any employees or applicant for employment because of age, race, religion, color, handicap, sex, physical condition, developmental disability as defined in s.51.01(5), Wis. Stats., sexual orientation as defined in s.111.32(13m), Wis. Stats., or national origin. This provision shall include, but not be limited to, the following: employment, upgrading, demotion or transfer; recruitment or recruitment advertising; layoff or termination; rates of pay or other forms of compensation; and selection for training, including apprenticeship. Except with respect to sexual orientation, the contractor further agrees to take affirmative action to ensure equal employment opportunities. The contractor agrees to post in conspicuous places, available for employees and applicants for employment, notices to be provided by the contracting officer setting forth the provisions of the nondiscrimination clause.
4. Contracts estimated to be over twenty-five thousand dollars (\$25,000) require the submission of a written affirmative action plan. Contractors with an annual work force of less than twenty-five (25) employees are exempted from this requirement.

Within fifteen (15) working days after the award of the contract, the plan shall be submitted for approval to the contracting agency. Technical assistance regarding this clause is provided by the Wisconsin Office of Contract Compliance, Department of Administration, P.O. Box 7887, Madison, WI 53707-7887, (608) 266-5462.

5. The Change Order #1 and five exhibits to this Change Order, modify the RFB mentioned above. Change Order #1 includes Exhibit 1 – NVISIA Response to RFB ETJ0018 for Wisconsin Department of Employee Trust Funds dated January 31, 2010, Exhibit 2 – BPS Billing Schedule dated January 31, 2010, Exhibit 3 – BPS Support and Lump Sum Acceptance Staffing dated January 31st, 2010, Exhibit 4 – BPS Consultant Rate Card, Effective January 31, 2010 – June 30, 2011 dated January 31, 2010, and Exhibit 5 – BPS Software Support Contract dated January 29, 2010. All other provisions of this contract unrelated to this Change Order remain in effect.
6. The Change Order #2 and four exhibits to this Change Order, modify Change Order #1. Change Order #2 includes Exhibit 1 – Benefit Payment System Contract ETJ0018 dated February 23, 2010, Exhibit 2 – Lump Sum Payment System Transition 2 – Acceptance Plan dated January 27, 2010, Exhibit 3 - BPS Billing Schedule dated February 17, 2010, and Exhibit 4 – BPS Support and Lump Sum Acceptance Staffing dated February 17, 2010. All other provisions of this contract unrelated to this Change Order remain in effect.
7. The Change Order #3 and two exhibits to this Change Order, modify Change Order #2. Change Order #3 includes Exhibit 1 – Benefit Payment System Contract ETJ0018 dated March 3, 2010, and Exhibit 2 – Lump Sum Payment System Transition 3 – Acceptance Plan dated February 24, 2010. All other provisions of this contract unrelated to this Change Order remain in effect.
8. The Change Order #4 and one exhibit to this Change Order, modify Change Order #3. Change Order #4 includes Exhibit 1 – Benefit Payment System Contract ETJ0018 dated May 5, 2010. All other provisions of this contract unrelated to this Change Order remain in effect.
9. The Change Order #5 and three exhibits to this Change Order modify Change Order #4. Change Order #5 includes Exhibit 1 – Benefit Payment System Contract ETJ0018 BPS Change Order dated September 13, 2010, Exhibit 2 - BPS/Lump Sum Additional Development Support dated September 13, 2010, and Exhibit 3 – BPS Billing Schedule dated September 13, 2010. All other provisions of this contract unrelated to this Change Order remain in effect.

10. The Change Order #6 and one exhibit to this Change Order, modify Change Order #5. Change Order #6 includes Exhibit 1 – Contract Amendment – BPS/Lump Sum Additional Development Support dated September 27, 2010. All other provisions of this contract unrelated to this Change Order remain in effect.
11. The Change Order #7 and three exhibits to this Change Order modify Change Order #6. Change Order #7 includes Exhibit 1 – Data Governance and Privacy Program Initiative Statement of Work PR-116, dated May 2, 2011, Exhibit 2 – Project Outline PR-116 dated May 9, 2011, and Exhibit Three Data Governance and Data Privacy Program Billing Schedule dated May 16, 2011. All other provisions of this contract unrelated to this Change Order remain in effect.
12. The Change Order #8 and three exhibits to this Change Order modify Change Order #7. Change Order #8 includes Exhibit 1 – BPS Software Support Contract, dated June 8, 2011, Exhibit 2 – BPS Billing Schedule, dated June 8, 2011, and Exhibit 3 - BPS and Lump Sum Support Staffing, dated June 8, 2011. All other provisions of this contract unrelated to this Change Order remain in effect.
13. The Change Order #9 and two exhibits to this Change Order modify Change Order #7. Change Order #9 includes Exhibit 1 – Data Governance and Privacy Program Initiative, Phase 2 Statement of Work PR-116, dated July 18, 2011, Exhibit 2 – BPS Billing Schedule, dated July 18, 2011. All other provisions of this contract unrelated to this Change Order remain in effect.
14. The Change Order #10 and two exhibits to this Change Order modify Change Order #7. Change Order #10 includes Exhibit 1_ Quality Assurance Framework Statement of Work PR-116, dated August 17, 2011, Exhibit 2 – Quality Assurance Project Billing Schedule, dated August 17, 2011. All other provisions of this contract unrelated to this Change Order remain in effect.
15. The Change Order #11 includes Exhibit 1- Statement of Work, dated October 5, 2011, and Exhibit 2 – Core Team Billing Schedule, dated October 13, 2011. All other provisions of this contract unrelated to this Change Order remain in effect.
16. Change Order #12 includes Exhibit 1 – Data Governance and Privacy Program Initiative, Phase 3 Statement of Work PR-116, dated November 14, 2011, Exhibits 2 and 3 – BPS Billing Schedule, dated November 18, 2011. All other provisions of this contract unrelated to this Change Order remain in effect.
17. The Change Order # 13 includes Exhibit 1- Quality Assurance Framework, dated December 20, 2011, and Exhibit 2 – Quality Assurance Billing Schedule, dated December 20, 2011. All other provisions of this contract unrelated to this Change Order remain in effect.
18. The Change Order # 14 includes Exhibit 1- Quality Assurance Framework, dated May 8, 2012. All other provisions of this contract unrelated to this Change Order remain in effect.
19. The Change Order # 15 includes Exhibit 1 – Accumulated Sick Leave – Initiation and Employer Functionality, and Exhibit 2 - Accumulated Sick Leave – Initiation and Employer Functionality and BPS and Lump Sum Support Billing Schedule, dated May 8, 2012. All other provisions of this contract unrelated to this Change Order remain in effect.
20. The Change Order # 16 includes Exhibit 1 – Accumulated Sick Leave – Execution Phase, and Exhibit 2 - Accumulated Sick Leave – Execution Phase and BPS and Lump Sum Support Billing Schedule, dated July 16, 2012. All other provisions of this contract unrelated to this Change Order remain in effect.

State of Wisconsin Department of Employee Trust Funds	
By (Name)	Robert J. Marchant
Signature	
Title	Deputy Secretary
Phone	608/ 266-9854
Date (MM/DD/YYYY)	07/25/2012

To be Completed by Contractor	
Company Name	NVISIA LLC
Company Address (City, State, Zip)	200 South Wacker Drive 36 th Floor, Chicago, IL 60606
By (Name)	Daniel E. Dexter
Signature	
Title	CFO

State of Wisconsin
Department of Employee Trust Fund

Exhibit #1 Accumulated Sick Leave –
Execution Phase
Statement of Work (PR-187)

Prepared for: Dana Perry
Department of Employee Trust Funds
Madison, Wisconsin

Presented: July 16, 2012

By:

Tracey Barrett
Director

Mark Daniels
Vice President of Sales

NVISIA L.L.C.
200 South Wacker Drive, 36th floor
Chicago, Illinois 60606

NVISIA

Statement of Work: Accumulated Sick Leave – Execution Phase

Background

NVISIA has completed an Initiation and Planning Phase to replace the system supporting the State of Wisconsin's Accumulated Sick Leave benefit. Through this effort, NVISIA has coordinated with ETF to identify the project scope, design system workflows, build the highest priority elements of the system and establish an overall delivery schedule for the execution phase. This Statement of Work provides the necessary NVISIA services to meet that delivery schedule.

Business Drivers

NVISIA understands the business drivers of this initiative to be:

- Reducing Manual Effort: This system will reduce the workload required to support the accumulated sick leave benefit, helping ETF support the large number of upcoming retirees.
- Providing Quality Data: The existing system does not provide the information necessary to support the business. It cannot accurately report on the system or answer member questions without significant manual effort.
- Providing Online Self-Service: Participants in the accumulated sick leave program have a strong desire to access their account information online. The existing system does not have this capability.

Why NVISIA

NVISIA has extensive business and technical knowledge of ETF. We have been directly involved in establishing the Software Development Life Cycle (SDLC) and Technical Architecture to be used at ETF, both of which are necessary for this project. We have written BPS, which will provide reusable services to this project. We have developed strong working relationships with key business people requiring this system, and can build upon these to gather requirements and get feedback on the system quickly. Having led the Initiation and Planning phase of the Accumulated Sick Leave project, we are now in a unique position to lead the Execution Phase.

Statement of Work: Accumulated Sick Leave – Execution Phase

Approach

NVISIA intends to continue the approach specified at the time of Project Initiation. NVISIA will follow ETF's PMO and SDLC methodologies to deliver the desired functionality, and rely on a blended NVISIA-ETF team.

Through this Statement of Work, NVISIA confirms its original estimate for the NVISIA portion of the Execution Phase as \$475,000, for a project total of \$710,000. In accordance with the original 20-week estimate for the Execution Phase, this includes system launch and data conversion prior to December 12th, 2012. Post-implementation production support is out of the scope of this Statement of Work.

Please note that the costs outlined in this Statement of Work are for the NVISIA portion of the effort only. The costs associated with ETF team members are not included here.

Proposed Deliverables

NVISIA will work on the following deliverables throughout the project. However, additional deliverables will be created and will be managed using the SDLC processes in place at ETF.

Requirements Artifacts – Documents the system requirements for use by future system maintainers.

Software Architecture Document – Documents the architecture of the system and the factors considered in making architectural decisions. The purpose of this document is to support long-term maintainability of the software.

Test Cases – Documents tests to exercise the system functionality.

Project Management Artifacts – The Communication Plan will be outlined to include weekly status reports, Sprint Review meetings (demos) and Sprint Summary Reports.

As part of the process to include ETF personnel in the development of the ASLCC solution, NVISIA will work with the staff from ETF to deliver the following deliverable:

Software – A working implementation of the system functionality. Following the ETF SDLC, this development activity will include the creation of JavaDoc and unit tests and be validated via code review.

Statement of Work: Accumulated Sick Leave – Execution Phase

Anticipated System Scope

The full system will include employer, member and admin websites to manage the accumulated sick leave benefit. NVISIA will work with ETF to ensure all features of the existing system are accounted for. New business processes will be designed and automated. The system will comply with the three new Security Policies regarding information auditing.

Project scope will be managed following agile methodology, according to the ETF SDLC. Features will be worked on in priority order, constrained by the December 2012 go-live date. ETF retains the right to support scope expansion by adding its own staff to the project. Changes to scope will be reported in Sprint Review meetings and Sprint Summary reports.

The features of the software are anticipated to be:

Employer Features	<ul style="list-style-type: none"> • Submit Accumulated Sick Leave Certification • Correct and Resubmit Accumulated Sick Leave Certification
Member Features	<ul style="list-style-type: none"> • View Account Status and Event History • Hold / Activate Payments with ETF Approval • Link to Cancel State Health Insurance Coverage (exists in myETFBenefits)
Admin Features	<ul style="list-style-type: none"> • Act on Behalf of Employer or Member • Review and Approve/Reject Employer Submissions • Transfer / Split Account • Combine Accounts • View System Summary Reports
Behind-the-Scenes Batch Automation	<ul style="list-style-type: none"> • Update Accounts with Monthly Premium Payments • Notify Member of Upcoming Account Depletion via Mail or Email • Convert Payment Method to BPS or another ASL account • Create Monthly Coverage Report and Send to Controller's Office (assumes manual reconciliation between systems)
One-Time Activities	<ul style="list-style-type: none"> • Convert Data in Existing System • Hand-enter manually tracked accounts (including preserved credits) – (Note: team will build any necessary screens. ETF will do entry.)

Statement of Work: Accumulated Sick Leave – Execution Phase

Example Project Schedule – Features Built per Sprint

The project will follow an agile development methodology with an anticipated delivery date in December 2012 to minimize data conversion. A proposed schedule of development activities is identified below. It may be reprioritized based on business input, team progress and ETF-internal IT dependencies. All associated PMM and SDLC artifacts to support these features will also be delivered by the blended NVISIA-ETF team.

Execution (20 weeks)	Sprint 6	<ul style="list-style-type: none"> Update Accounts with Monthly Premium Payment View Account Status and Event History
	Sprint 7	<ul style="list-style-type: none"> Create Monthly Coverage Report Hold / Activate Payments
	Sprint 8	<ul style="list-style-type: none"> Notify Member of Upcoming Account Depletion Transfer Payment Method to BPS
	Sprint 9	<ul style="list-style-type: none"> Transfer / Split Account Combine Accounts
	Sprint 10	<ul style="list-style-type: none"> Member Access Infrastructure
	Sprint 11	<ul style="list-style-type: none"> Member Access to View Account Status Member Access to Hold / Activate Payments
	Sprint 12	<ul style="list-style-type: none"> Reserved for Defect Resolution and "Nice-to-have" features
	Sprint 13	<ul style="list-style-type: none"> Final User Acceptance Testing Deployment Planning Software Release

Additional sprints may be added prior to the end of the twenty weeks based on team progress and business requests.

Statement of Work: Accumulated Sick Leave – Execution Phase

Assumptions

Availability of Business Resources – This Statement of Work assumes business resources will be available to provide timely input on requirements and feedback on deliverables, including participation in UAT. At minimum, this includes participation in Sprint Review, Retrospective and Planning, along with weekly feedback and testing sessions.

Availability of Member and Employer Data – This Statement of Work assumes member and employer data access strategies approved by ETF during the Initiation Phase are not revised.

Access to Existing ASLCC Flat File – This estimate assumes NVISIA will have access to the existing systems data for use in development, testing and the production conversion.

VSAM to DB2 Conversion – This Statement of Work assumes the existing data transfer from VSAM to DB2 is complete and accurate. NVISIA will convert from DB2 to the new system. Any issues with the existing data transfer will be resolved by an ETF COBOL programmer.

Login via myETFBenefits – This Statement of Work assumes myETFBenefits (MEB and aMEB) will provide the login / portal features for employers, administrators and members to access the system.

Changes to myETFBenefits – Changes to myETFBenefit (MEB and aMEB) to support this project are out of the scope of this Statement of Work.

Pre-existing Capability in myETFBenefits – This estimate assumes the ability to Cancel State Health Insurance Coverage is already available in myETFBenefits.

Pre-existing BPS Access – This Statement of Work assumes the transfer of health insurance payments from the ASLCC system to BPS requires no additional BPS functionality.

Use of ETF Selected Technologies – ETF has selected underlying technologies to be used in its web development. This Statement of Work assumes those technologies will meet the technical needs of this project.

No Change to Approved Technologies – This Statement of Work assumes all technologies incorporated into the system during the Initiation and Employer Functionality Phase are approved for use by ETF.

Adherence to ETF Project Management Methodology and SDLC – This Statement of Work assumes NVISIA's team will adhere to the defined standards of the PMO and BITS divisions.

Inclusion of Mentoring Services – This Statement of Work assumes ETF developers will be assigned to operate under the direction of the NVISIA project manager, with the assistance of NVISIA developers. The estimate does not include the ETF developers' time, but does account for time spent mentoring.

Hardware Requirements for ETF Developers – This Statement of Work assumes ETF developers will be provided with hardware that meets the minimum requirement for all ETF-mandated tools and technologies.

Release Scheduling – Should ETF delay the software release beyond December 12, 2012 for reasons other than software readiness, the release of the software will be out of the scope of this Statement of Work.

Statement of Work: Accumulated Sick Leave – Execution Phase

NVISIA Staffing

The project will be accomplished by a joint NVISIA-ETF team. NVISIA will provide team members fulfilling the following roles:

Project Lead – The consultant filling this role will have a background in both project management and software architecture, allowing them to drive decisions and planning on the project in addition to contributing to deliverables.

Business Analyst – The consultant filling this role will have a background in business analysis, requirements gathering and software testing.

Technical Architect – The consultant filling this role will have a software architecture background and be focused on the design and development of the system architecture.

Project Director (40%) – The consultant filling this role will assist with project planning, risk identification and mitigation. They will provide oversight on the project and serve as an escalation point for any project issues.

All consultants will be responsible for contributing to a collaborative team atmosphere and mentoring ETF staff on their various areas of expertise.

ETF Staffing

ETF commits to providing Caden Howell and Muktesh Masih in a near-full-time capacity for the duration of the project, defined as at least 35 hours per week. Any change to ETF staffing will require NVISIA to re-estimate the project and will potentially change the cost to ETF.

ETF will provide DBA, Data Modeling and Server Team support in a part-time capacity to comply with the ETF SDLC. A high-level estimate of the time required from these individuals is 8-hours per week, in addition to attending Sprint Reviews.

Resource Availability for BPS and Lump Sum Support

Through December 7, 2012, Naveen VK and Eric Zunke will be available for BPS and Lump Sum Support in a limited basis for critical issues, estimated at ten hours per week total. Exceeding the ten hour per week threshold may result in decreased scope from the Accumulated Sick Leave project.

Statement of Work: Accumulated Sick Leave – Execution Phase

Estimated Schedule

This SOW includes services for the 20-week Execution Phase beginning July 23, 2012 and continuing through December 7th, 2012.

Project Cost

Accumulated Sick Leave - Fixed Price of \$475,000
BPS and Lump Sum Support – Fixed Price of \$34,000
See Exhibit #2 – Payment Schedule.

The project cost above does not include travel (airfare or mileage charged according to State of Wisconsin guidelines), meals, rental car and lodging charges for NVISIA’s staff at the client site, which will be an additional charge.

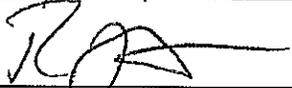
The project cost above is for the NVISIA portion of the effort only. The cost associated with ETF team members is not included here.

Signatures

Agreed to and accepted by:

ETF

Date 7/25/12



Signature – Rob Marchant

Name

NVISIA

Date



Signature – Shaun Lovick *Daniel Dexter*

Name



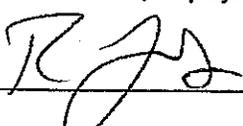
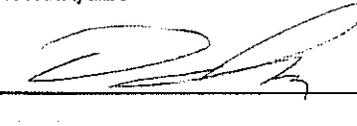
State of Wisconsin - Employee Trust Funds
 Benefit Payment System (BPS)
 Change Order #16 - Exhibit #2 - Accumulated Sick Leave - Execution Phase
 And BPS and Lump Sum Support 7/16/12

Date	Accumulated Sick Leave		BPS Lump Sum support	Total Monthly
May 31, 2012				\$ -
June 29, 2012				\$ -
July 31, 2012	\$ 34,000.00	1		\$ 34,000.00
August 31, 2012	\$ 112,000.00	1	\$ 8,000.00 2	\$ 120,000.00
September 28, 2012	\$ 93,000.00	1	\$ 8,000.00 2	\$ 101,000.00
October 31, 2012	\$ 112,000.00	1	\$ 8,000.00 2	\$ 120,000.00
November 30, 2012	\$ 98,000.00	1	\$ 8,000.00 2	\$ 106,000.00
December 31, 2012	\$ 26,000.00	1	\$ 2,000.00 2	\$ 28,000.00
Totals	\$ 476,000.00		\$ 34,000.00	\$ 509,000.00

1H 2012
\$ -

2H 2012
\$ 509,000.00

This billing schedule is for all work on the Accumulated Sick Leave initiation and Employer Functionality Project from July 23, 2012 through December 7, 2012; and BPS and Lump Sum Support from July 23, 2012 through December 7, 2012.

State of Wisconsin, Employee Trust Funds	NVISIA, LLC
 DATE	 DATE
Robert J. Marchant Deputy Secretary	Dan Dexter CFO

Footnote index	Description
Footnote	
1	Tied to BPS ETJ0018 Change Order #16 Accumulated Sick Leave - Execution Phase Project
2	Tied to BPS ETJ0018 Change Order #16 BPS and Lump Sum Support Project